



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-ZA

29 JAN 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Lost/Theft of DOD Identification (ID) Cards

1. REFERENCES:

- a. McKiernan sends #6-07, dated 22 November 2006
- b. Senior Mission Commander Policy Letter 01, dated 15 November 2007

2. SCOPE: This policy applies to all military members, civilians, and command-sponsored individuals who reside or work within the USAG Stuttgart military community.

3. PURPOSE: The purpose of this policy is to ensure that ID card holders in USAG Stuttgart understand the importance of properly securing and safeguarding their DOD ID cards.

4. DISCUSSION: The DOD ID card is a critical component of our Community's force protection. DOD ID cards provide access to Community services, installation access, military computer systems, and health care. We must stay vigilant to ensure the protection of not only our Community but Community members and our privileges. Lost or stolen ID cards pose a serious threat not only to our military system, but to our Civilians and Family Members. Based on this threat, each DOD ID card holder must take extra precautions to protect and safeguard DOD ID cards. Leaders must be aggressive in their efforts to reinforce the importance of securing DOD ID cards in order to decrease the number of lost or stolen ID cards.

5. POLICY:

- a. Individuals who have lost or had their DOD ID card stolen will follow the procedures outlined in Senior Mission Commander's (SMC) Policy Letter 01 dated 15 November 2007; paragraph number four a through d.

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b. Each individual who has lost or had a DOD ID card stolen will also sign a statement located in the Installation Access Control (IACS) Office stating that they have read and understand the SMC's policy. This statement must be signed before a new DOD ID card will be issued or the new DOD ID card being registered in IACS.

6. POC for this memorandum is the Director of Emergency Services at DSN 430-1380.

Encl
Policy statement


RICHARD M. PASTORE JR.
COL, MI
Commanding

DISTRIBUTION:
X



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MEMORANDUM FOR ID Card Section & IACS Office

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1. References.

- a. McKiernan sends #6-07, dated 22 November 2006
- b. Senior Mission Commander Policy Letter 01, dated 15 November 2007
- c. USAG Stuttgart Lost/Theft of DOD Identification (ID) Cards, dated 4 January 2007

2. I have read and understand the Lost/Stolen DOD ID Card Policy from the Senior Mission Commander dated 15 November 2007.

(signature)

(print name)

(date)